



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>ASSISTANT TRANSPORTATION DIRECTOR</b>	<b>49*</b>	<b>A</b>	<b>6.204</b>

Under the general administrative direction of the Director/Deputy Director of the Department of Transportation, Assistant Transportation Directors administer the activities of either the operations or engineering divisions within the department. The role of the Assistant Transportation Director-Operations is to ensure that construction contract administration is performed in an efficient and effective manner and adheres to federal/State criteria; that a highway maintenance program exists to provide comfort and safety for the traveling public; that the department's equipment fleet is operated in an optimum manner; and that the materials and testing function is conducted in a manner that ensures adequate quality control of all highway construction materials. The role of the Assistant Transportation Director-Engineering is to ensure adherence to federal/State criteria; that project schedules are followed and that policy determinations, project decisions and coordination efforts are maintained in a continuous and positive manner.

Perform administrative and professional engineering work that requires the synthesis of previously unrelated data in the development of solutions to complex problems that impact the direction, goals and objectives of the organization and involve highly sensitive and political issues affecting the organization as a whole. Work is accomplished within the broadest framework, with full authority and responsibility in a given functional area or service. Activities consist of duties that result in decisions and provide control of outcome of decisions. Positions at this level deal with executives, officials and regulatory representatives to negotiate solutions to major issues involving policy changes.

Administer the activities of the operations or engineering divisions within the Department of Transportation to ensure that State and federal policies, procedures and regulations are adhered to, that interdivisional coordination is maintained, efficient and effective utilization of personnel is practiced, and division heads are fully versed on the department's programs and objectives. This duty includes granting final approval for various documents; maintaining liaison with other Assistant Transportation Directors and their staff to ensure that operations or preconstruction activities are coordinated and meet the needs of other departmental areas; maintaining liaison with local entities, State and federal agencies, organizations and appropriate public representatives to ensure that adequate communication is established and maintained; reviewing, modifying and formulating the annual work program and divisional budgets for submittal to the Deputy Director for approval; reviewing literature and maintaining awareness of national trends relating to transportation issues and disseminating information to respective divisions as appropriate; and conducting negotiations with both public and private interests pertaining to matters of importance and/or financial impact.

Represent the department by responding to public inquiries regarding general transportation issues; responding to media inquiries; conducting formal presentations before a variety of interested groups including local governing bodies, legislative subcommittees, civic groups, professional organizations and the general public; and serving as the department's expert witness in court proceedings relating to preconstruction activities or construction contract claims and construction and maintenance tort liabilities.

Serve as a member of national policy setting committees to establish recognized and accepted guidelines for urban and rural highways and freeway design or highway construction and maintenance standards; serve and

**\*Reflects a 2-grade, special salary adjustment authorized by the 2001 Legislature to improve recruitment and retention.**

participate as a member of committees where the department has overlapping interests or responsibilities with other agencies or organizations; and serve and participate as a member of interdepartmental committees to accomplish a specific goal and/or objective as required.

Perform related duties as assigned.

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## MINIMUM QUALIFICATIONS

### **SPECIAL NOTES AND REQUIREMENTS:**

- \* Registration as a Professional Engineer in Nevada is required at the time of appointment. Any person registered as a Professional Engineer in another state must become registered as a Professional Engineer in Nevada within six months following the date of appointment as a condition of employment.

**EDUCATION AND EXPERIENCE:** Registration as a Professional Engineer in Nevada and four years of experience comparable to a Manager I, Registered Professional Engineer; **OR** registration as a Professional Engineer in Nevada and three years comparable to an Administrator I, Registered Professional Engineer; **OR** registration as a Professional Engineer in Nevada and two years of experience comparable to an Administrator II, Registered Professional Engineer. (*See Special Notes and Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Detailed knowledge of:** the principles and practices of civil engineering; the transportation system of the state and of state and federal controlling laws; the modern methods and techniques of engineering. **Ability to:** assist actively and effectively in the planning, organizing and directing of solutions to large-scale transportation problems; coordinate and integrate the work of various divisions within the department; work effectively as a group member and to build cooperative effort within the agency; perceive and recognize the perceptions of superiors, equals and subordinates; accept the existence of viewpoints, perceptions and beliefs different than one's own; create an atmosphere in which subordinates feel free to express themselves; be sensitive to the needs and motivations of others in order to judge possible reactions to projects to be undertaken; write or dictate concise, logical, grammatically correct business letters in a professional manner; prepare, formulate ideas and outline texts for formal presentations to provide information, policies or persuasive arguments for a particular point of view; make oral presentations before large and, at times, hostile groups of people to provide information or explain procedures and policies; orally communicate ideas to elected officials/bodies for possible action on transportation related issues; speak on a one-to-one basis using appropriate vocabulary and grammar to obtain information, explain policies and procedures and provide an opportunity for interaction; discuss a variety of job related topics on short or no notice; handle rapid changes in conversation involving difficult questions; analyze information, problems, situations, practices or procedures to: define the problem or objective, identify relevant concerns or factors, identify patterns, tendencies and relationships, formulate logical and objective conclusions, recognize alternatives and their solutions, provide direction or determine a course of direction, monitor and reevaluate as necessary; perform a host of duties, often varying from one task to another of a different nature resulting from changes in project scope, political influences, public involvement, funding uncertainties and fluctuations, etc.; prepare cooperative agreements; conduct meetings that maintain and focus on an agenda and facilitate a clear understanding by participants; negotiate, exchange ideas, information and opinions with others to formulate policies and programs and/or arrive jointly at decisions, conclusions or solutions.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** various laws and regulations involving state, federal and local jurisdictional matters. **Knowledge of:** where to go within the organization for needed information; fundamental engineering principles coupled with extensive background in the discipline of highway engineering to understand the issues at hand and provide solutions-oriented direction. **Ability to:** understand the department

**MINIMUM QUALIFICATIONS (cont'd)**

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (cont'd)**

objective as a whole; judge what information should be passed on to different levels of management; recognize how the various functions of the organization depend upon one another; recognize how changes in any one area affect all others; visualize the relationship of department goals to outside industry, the community, and the political forces of the state as a whole; manage transportation projects to produce safe and efficient results at minimum costs.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

**6.204**

ESTABLISHED:	7/27/79
REVISED:	10/17/86-3
REVISED:	7/1/93P
	8/31/92PC
REVISED:	7/1/93LG
REVISED:	6/29/95UC
REVISED:	7/1/01LG